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Summer 2012

CS 206: Advanced Concepts/Techniques and Software Productivity Tools

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Course: CS 206 **Quarter:** Summer 2012 A Term
Title: Advanced Concepts/Techniques and Software Productivity Tools
Required Text: New Perspectives Microsoft Office 2010, Second Course
Required Software: SAM Assessment and Projects (If already used in another course, you do not need to repurchase – Must have your own account)
Instructor: Terri Bauer **Prerequisite:** CS 205
Email: terri.bauer@wright.edu Phone: CS office 775-5131 (leave a message)

Class Policies:

- **Late Assignments** will be penalized by 1 point for each class day late and you are encouraged to turn them in early!! NO ASSIGNMENTS ACCEPTED AFTER LAST MEETING DATE!!!!!!!
- **Make-up exams** will only be given in the event of extreme, documented circumstances or prenotification.
- A quarter grade of **incomplete** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
- Students are responsible for getting information if they **miss lectures**.
- Open labs are in 152 C Russ Center 7 days per week, 24 hours/day.
- STOP THE INSTRUCTOR IF YOU ARE LOST! Do not ask other students during a lecture for help as it causes a distraction.
- DO NOT MISS LECTURES UNLESS IT IS ABSOLUTELY NECESSARY. There are many items on tests that are covered in class that are not in the textbook.
- IN ORDER TO PASS THIS COURSE, YOU MUST COMPLETE AT LEAST 2 OF THE ASSIGNMENTS IN EACH STUDY AREA AND YOU MUST SCORE AT LEAST A 60% ON EACH!!!!!!!

Course description/objectives

By the end of this course, the students will have a greater depth of understanding in the areas of spreadsheets, databases, and presentation software and web design using Microsoft Excel, Access, and PowerPoint covering the following topics.

Microsoft Excel 2010:

Chapters 5 – 7

Microsoft Access 2010:

Chapters 5 - 7

Microsoft PowerPoint 2010:

Chapter 3 & 4

Course Administration:

1. Academic Integrity:

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be referenced at: <http://www.wright.edu/students/judicial/integrity.html>

2. Responsible Use of Information Technology:

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

3. Student Disabilities:

Students with documented disabilities that require physical or academic accommodations must contact their Instructor during the first week of classes. To receive more information or to apply for services, contact the Office of Disability Services.

Homework (All must be submitted through Pilot).

- **DO NOT PRINT ANY ASSIGNMENTS!!!**

Excel

(Assignment 1 worth 10 Points) Chapter 5

1. Case Problem 1 Starting On Page EX294
Skip steps 10 & 11

(Assignment 2 worth 10 Points) Chapter 6

1. Case Problem 1 Starting On Page EX354
Steps 1 – 6 only

(Assignment 3 worth 10 Points) Chapter 7

1. Case Problem 1 on Page EX413

Access

All cases should be in ONE Database.

(Assignment 1 worth 10 Points) Chapter 5

1. Case Problem 1 page AC275 – AC277
 - a. Skip steps 15 & 16

(Assignment 2 worth 10 Points) Chapter 6

1. Case Problem 1 page AC351 – AC353
 - a. Skip steps 7 & 8

(Assignment 3 worth 10 Points) Chapter 7

2. Case Problem 1 page AC409 – AC410
 - a. Skip step 6

PowerPoint

(Assignment 1 worth 10 Points) Chapter 3

1. Case Problem 1 page PPT183 – PPT184